

## Lifelong Learning Institute's Calendar Available

You can find the Eye on Learning newsletter on DWITE, IDWD's intranet website. The schedule of upcoming classes will be published each month during 2006. If you do not have access to DWITE, this information can be found by accessing the IDWD website at:

<http://www.in.gov/dwd/partners/lli.html>

When additional training opportunities are scheduled throughout the year, staff will be notified via email and given the class and registration information.

### Schedule of Upcoming Classes

Please register for these classes by submitting your registration forms to the Lifelong Learning Institute or by emailing LLI at

[LifelongLearningInstitute@dwd.in.gov](mailto:LifelongLearningInstitute@dwd.in.gov).

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## A Few Training Tips

*From Trainer's Warehouse*

<http://www.trainerswarehouse.com/trainingtips.asp>

### On Aromas

Easy Does It! "It is a common misconception to think that the air must be heavy with the chosen aromas in order for them to have any effect. In fact, the opposite is true—research has shown that the learning-enhancing effects of aromas are best when the odors are barely perceptible or even imperceptible."

--Joie Power, Ph.D. Dreaming Earth Botanicals

### On Coming Back

To get their attention and get them moving back to their seats, pick a brief, up-beat song. Every time they hear this tune, they'll know they have 30 seconds left before the session resumes.

### On IceBreakers

A facilitator for New Employee Orientation reports, "to help newcomers get to know each other ASAP, I ask each person to allow me to place a name tag on their back. Each of these tags has been prepared with a fictitious name (i.e. Superman, Elmer Fudd, George Washington, etc.) I then challenge each individual to find out what his or her name is by asking questions of others in the room."

--e-mailer, name withheld

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**August 2006 Classes**

4	Hoosiers by the Numbers	Evansville
7-8	Word Intermediate	OTB
7-8-9	E-Resumes and Cyberspace Job Search	Gary
8	Workplace Harassment	Ft. Wayne
8	Hoosiers by the Numbers	State Library
9	Workplace Harassment	Ft. Wayne
10-11	MS PowerPoint I	Ft. Wayne
11	Hoosiers by the Numbers	Columbus
14	E-Recruit for Hiring Mgrs.	OTB
15	E-Recruit for Hiring Mgrs.	OTB
15	Workplace Harassment	Madison
16	Workplace Harassment	Madison
16	E-Recruit for Hiring Mgrs.	OTB
18	Workplace Harassment – 2 Makeup Sessions	OTB
17-18	Excel II	Ft. Wayne
18	Hoosiers by the Numbers	New Albany
22	Hoosiers by the Numbers	Bloomington
22	Hoosiers by the Numbers	Muncie
22	Sales Techniques	Evansville
22-23	Assessment Tools and Interpretation	Kokomo
24	Communication Skills	Evansville
25	E-Resumes and Cyberspace Job Search	Evansville
29-30	Sales Techniques	OTB
29	Hoosiers by the Numbers	Terre Haute
29	Hoosiers by the Numbers	South Bend
30	Hoosiers by the Numbers	Kokomo
30	Hoosiers by the Numbers	Ft. Wayne
31	Hoosiers by the Numbers	Kokomo
31	Hoosiers by the Numbers	Valparaiso

**September 2006 Classes**

12-13	Sales Techniques	Terre Haute
13-14	MS PowerPoint - II	Ft. Wayne
19-20	MS Word I	South Bend
26-27	MS Excel I	South Bend

**October 2006 Classes**

4--5	MS Excel - III	Ft. Wayne
4--5	MS Word Intermediate	Evansville
19--20	Word 2	Kokomo
26	Exploring LMI	Evansville

**Building Your Vocabulary****Susurration** *n.*

A soft, whispering or rustling sound;  
a murmur

**susurrant** or **susurrous** *adj.*

**Cacophonous** *adj.*

Having a harsh, unpleasant sound;  
discordant

**cacophonously** *adv.*

**Recalcitrant** *adj.*

Marked by stubborn resistance to and  
defiance of authority or guidance

**recalcitrance** or **recalcitrancy** *n.*

**Concomitant** *adj.*

Occurring or existing concurrently;  
attendant

*n.* One that occurs or exists concurrently  
with another.

**concomitantly** *adv.*

If you have any suggestions for words to  
include in our Vocabulary section, please  
e-mail them to:

[CRADKE@dwd.IN.gov](mailto:CRADKE@dwd.IN.gov)

## Lifelong Learning Institute

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